

## The FATS Main Menu

**T**he Main Menu for FATS provides the user with PF key selections for entering new requests, reviewing existing requests, and submitting reports.

*NOTE: You may access the main menu from any screen in FATS by pressing PF12 until the main menu screen is displayed.*

DEPARTMENT OF PLANNING AND BUDGET		DPBM040
FORM 27 REQUEST		
MENU		
		- REVIEW STATUS -
PF1	CREATE NEW REQUEST	PF3 ALL
PF2	SELECT EXISTING REQUEST	PF4 AGENCY PENDING
PF11	REPORT	PF5 DPB PENDING
		PF6 APPROVED
FISCAL YR:	99	
AGENCY NO:		PF7 COMPLETED
REQUEST NO:		
		PF8 VOIDED
DEPRESS APPROPRIATE PF KEY		
DEPRESS PF12 TO EXIT SYSTEM		PF9 DENIED

### Main Menu

### Main Menu selections

**Here is a summary of the functions on the Main Menu screen.**

<i>Pf Key</i>	<i>What it means</i>
<b>PF1</b>	<b>Create New Request.</b> This function will display the Form 27 Request screen that allows the user to add Form 27/27A requests.
<b>PF2</b>	<b>Select Existing Request.</b> This function will display a specific form 27/27A request based on the request number entered on the main menu.
<b>PF11</b>	<b>Report.</b> This function will display the report selection screen.
<b>PF12</b>	<b>Exit.</b> This function will exit the user from FATS.
<b>Fiscal Year</b>	This defaults to the current fiscal year. You may enter a prior fiscal year or the next fiscal year. There are fiscal year open and close dates which will restrict agency access to FATS, i.e., a closing date by which agencies must have entered all adjustments for the closing of a fiscal year, and an open date when agencies may start entering adjustments for the start up of a new fiscal year. These dates will vary slightly from year to year, based on deadlines set by DOA. DPB will notify agencies of these dates.

<b>Pf Key</b> _____	<b>What it means</b> _____
<b>Agency Code</b>	This will be supplied by the system if your logon is set up to have access to only one agency. If your logon is set up to have access to multiple agencies, you will need to enter a specific agency code to create or select requests. If you use the PF3 - PF9 review keys, you may leave the agency code blank to browse through requests for all agencies for which you have access.
<b>Request Number</b>	This should be left blank when creating a new request (PF1). The system will supply the next sequential number. When selecting an existing request (PF2), you must enter the request number.
<b>PF3-PF9</b>	<b>Review.</b> These functions will display all Form 27/27A requests based on their current status. Refer to the next section for a description of each status.

## FATS processing status codes

FATS provides an automated review and approval process of Form 27/27A requests for agencies and DPB. Each request has a “status” which identifies the current stage of processing. The “status” changes as requirements are met for the various phases of processing. Refer to “Approvals” in Chapter 4 for more information on these functions. Listed below is a description of each “status” in FATS.

<b>Status</b> _____	<b>What it means</b> _____
AGY PEND	The request is currently in progress at the agency level. The request may have been partially keyed or may be awaiting appropriate approvals.
DPB PEND	The request has been approved by the agency and now “belongs” to DPB. The request will go through DPB’s review and approval process. DPB PEND* indicates DPB has requested corrections/additional information from the originating agency. Once the DPB budget analyst has entered his or her logon id on the review line of the approvals screen, the request may not be changed by the originating agency, unless DPB removes this logon id from the review line.
APPROVED	The request has received appropriate DPB approval. The request is ready to be extracted by the batch update program and applied to the DPB Execution Master File. The corresponding CARS transactions are produced.
COMPLETE	Batch processing has been completed. The online request is updated with the CARS batch number and date. DPB Appropriation/Allotment Status Reports are routed to agencies.
VOIDED	The request was created in error and has been withdrawn by the originating agency.  <i>NOTE: The system will not allow a request to be physically deleted. The record is simply given a voided status and remains on the system.</i>
DENIED	The request has been denied by DPB.

## The Request Screen

The Request Menu is used to create new FATS adjustments. It can be accessed by pressing PF 1 from the Main Menu. Two steps are involved in creating new requests: (1) entering data on the “general information line” (Line A on the diagram below), and (2) adding detail line items (Line B on the diagram below).

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET				DPBMO43	
AGENCY 501		FORM 27 REQUEST					
DEPT OF TRANSPORTATION							
STATUS	REQ NO	ADJ TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A BRF
AGY PEND	0001						
		FUND	SUBPGM	SUBOBJ	ADJ AMOUNT		
		----	-----	-----	-----		
-----							
				TOTAL ADJUSTMENT			
				NEW BALANCE			
PF1 FIND	PF3 APPROVALS	PF5 TRAN BRF		PF7 PREV	PF11 REPORT		
PF2 VALIDATE	PF4 CROSS REF	PF6 FUND SUM		PF8 NEXT	PF12 RETURN		

Request Menu

Line A:  
General Information Line

Line B:  
Detail Line

### Creating a new FATS request

#### Step 1: Entering data on the ‘general information line’

**System:** The fiscal year, agency code, agency title, request status and request number appear on the Request Menu screen.

**User:** Enter the general information (Line A on the screen diagram) as described below:

Field	What to enter
ADJ TYPE	<b>Adjustment Type</b> - Enter the adjustment type. Refer to “Operating plan adjustment types,” in Chapter 1, for a list of all valid adjustment types and a description of each.
PGM	<b>Program Code</b> - Enter a valid 3-digit numeric program code. If education and general program, use program 100. If capital, enter “998” or leave blank, and the system will assign “998.”
PROJ	<b>Project Code</b> - If capital, enter a valid 5-digit numeric project code. If operating, leave blank.

**Field** \_\_\_\_\_ **What to enter** \_\_\_\_\_

BOND  
INDICATOR

**Indicate a “B” in this box if Form 27 is being submitted** for a capital project financed by bonded debt. Otherwise, leave blank.



27A

**Position Adjustment Indicator.** If adjusting positions, enter “Y.” Otherwise, leave blank.

**User:** After entering information in the ‘general information line,’ press (ENTER) to create the request. If you have entered invalid data in any of the above fields, you will receive an error message at the bottom of the screen. Correct the entry and press (ENTER). If the request is valid, you will receive the message “FORM 27/27A REQUEST CREATED.”

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET				DPBM043	
AGENCY 501		FORM 27 REQUEST					
DEPT OF TRANSPORTATION							
STATUS	REQ NO	ADJ TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A
AGY PEND	0001	Q	NGF XFER FR	603	00000		BRF
		FUND	SUBPGM	SUBOBJ	ADJ AMOUNT		
		----	-----	-----	-----		
			PROGRAM	BALANCE	1204, 302, 033		
			TOTAL ADJUSTMENT				
			NEW BALANCE				
PF1 FIND	PF3 APPROVALS	PF5 TRAN BRF	PF7 PREV	PF11 REPORT			
PF2 VALIDATE	PF4 CROSS REF	PF6 FUND SUM	PF8 NEXT	PF12 RETURN			
04348-FORM 27 REQUEST CREATED (OTHER PENDING REQUESTS EXIST FOR THIS PGM/PROJ)							

**Request Menu**  
(showing created request)

Line A: General Information Line

Line B: Detail Line

### Changing the “general information line”

- Φ Once a request has been successfully created, you can change any of the field values on the general information line (Line A of screen diagram) provided you have not entered any detail line items (Line B of screen diagram).
- Φ Once you have entered detail line items, the only field values on the general information line that can be changed are ADJ TYPE and BOND INDICATOR. **To change the fields on the general information line**, position your cursor on the field you wish to change and key in the new value. Press (ENTER). If valid, you will receive an “Update Successful” message.
- Φ If you wish to change PGM, PROJ, or 27A, you must delete all detail line items first.

**TIP: When is the program/project balance updated in FATS?**

The current program or project balance from DPB's Execution Master File is displayed on the screen. However, this balance does not reflect any Form 27/27A requests coded to the same program or project on FATS that have the status of AGY PEND, DPB PEND, or APPROVED. If this situation exists, the following message is displayed, "OTHER PENDING OR APPROVED REQUEST (S) MAY AFFECT PGM/PROJ BALANCE." **The program balance only reflects FATS requests that have the status of COMPLETED.**

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**Step 2: Adding detail line items**

**User:** To create the detail line items of the request (Line B on diagram), enter the following:

<b>Field</b> _____	<b>What to enter</b> _____
FUND	<b>Fund Code</b> - Enter a valid 4-digit numeric fund or fund detail code. <i>NOTE: The system accepts multiple fund adjustments (general fund and/or nongeneral funds) within a single request, provided you follow the guidelines established for the adjustment type. Refer to "Operating plan adjustment types," in Chapter 1, for a complete description of valid adjustment types.</i>
SUBPGM	<b>Subprogram Code</b> - Enter a valid 2-digit numeric subprogram code. <i>NOTE: If you entered Program 100 (Higher Education - Educational &amp; General) on Line A, the SUBPGM field will format as AAA BB, where AAA = one of the E &amp; G programs 101-107 and BB = subprogram.</i>
SUBOBJ	<b>Subobject Detail Code</b> - Enter a valid 4-digit numeric subobject code.
ADJ AMOUNT	<b>Adjustment Amount</b> - Left-justified numeric amount. If FTE adjustment, enter 100 for "1" position. The system will assume the two decimal points. Amounts must be rounded down to the nearest dollar; e.g., \$458.99 would be entered as 458.

**User:** After entering all the information on the detail line, press (ENTER) to add the detail information. If you have entered any invalid data in the above fields, you will receive an error message at the bottom of the screen. If you receive an error, correct the entry and press (ENTER). If the request is valid, the record will be updated and you will see the detail line item appear below the "Program/Project Balance." Also, the Total Adjustment field and Program Balance fields will be incremented. (See example completed screen on next page.)

Repeat the above instructions for all additional detail line items comprising the request.

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET					DPBM043	
AGENCY 501		FORM 27 REQUEST						
DEPT OF TRANSPORTATION								
STATUS	REQ NO	ADJ TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A	BRF
AGY PEND	0001	Q	NGF XFER FR	603	00000			
		FUND	SUBPGM	SUBOBJ	ADJ	AMOUNT		
		----	-----	-----	-----	-----		
			PROGRAM	BALANCE		1204,302,033		
		0401	02	2323		-93,237,560		
		0472	02	2323		-4,495,859		
		****						
		****						
			TOTAL ADJUSTMENT			-97,733,419		
			NEW BALANCE			1106,568,614		
PF1 FIND	PF3 APPROVALS	PF5 TRAN BRF	PF7 PREV	PF11 REPORT				
PF2 VALIDATE	PF4 CROSS REF	PF6 FUND SUM	PF8 NEXT	PF12 RETURN				

**Request  
Menu  
(showing  
detail  
line  
items)**

### Changing/deleting detail line items

- Φ **To change an existing detail line item:** Position the cursor on the field and key in the new value. Press (ENTER). If valid, you will receive an "Update Successful" message.
- Φ **To delete a detail line item:** Position the cursor on the first character of the Fund Code. Enter "D" and press (ENTER). The message "UPDATE SUCCESSFUL - PRESS PF1 TO REFRESH SCREEN" is displayed. Press PF1. The record has been deleted. You cannot delete a line by spacing through the values in the fields. You must use a "D" as described above.

### Final Steps: Transaction Brief, Cross Reference and Approvals

To complete submission of a new FATS request, you must take additional steps:

- Φ For all FATS transactions except Types A, C, D, I, and M transactions, you must complete a Transaction Brief to explain and justify the transaction. See the *Transaction Briefs* section in this chapter for more information
- Φ For FATS transactions involving a transfer, you must also complete a cross reference. See the *Cross Reference* section in this chapter for more information.
- Φ Your agency must review and approve transaction prior to submitting to DPB. See Chapter 4, "Approvals" for details.

## Request Menu PF keys

**Below is a summary of the functions represented by each PF key on the Request Menu:**

<b>Pf Key</b> _____	<b>What it does</b> _____
PF1	FIND - This function will perform a search on the detail line items. Enter the search values for fund, subprogram, or sub-object. You do not need to enter a value in all of the fields, but you must enter the values consecutively from left to right. After you press PF1, the detail line items will be displayed starting with the record equal to the search criteria.
PF2	VALIDATE - This function will perform several validity checks on the request and should be performed when all detail line items have been entered. Based on the adjustment type of the request, the following conditions may need to be met: 1) total net amount of the request must be positive/negative; 2) total amount of request must net to zero; or 3) fund code mix must be valid within a request. If these conditions do not meet the requirements, you will receive an error message. If the conditions are met, you will receive a message "REQUEST VALIDATED."
PF3	APPROVALS - This function will display the review and approval log and comment area related to the specific request. The user enters his or her logon id to REVIEW, APPROVE, VOID, or DENY (DPB only) a request.
PF4	CROSS REF - This function will display the cross reference screen allowing the user to identify all related Form 27/27A requests which are part of a transfer adjustment.
PF5	TRAN BRF - This function will display a free-form text-entry screen that allows the user to document the need and effect of the adjustment request.
PF6	FUND SUM - This function will display the request summarized to the fund level with allotted and unallotted amounts.
PF7	PREV - This function will display the previous screen of detail line items for the request.
PF8	NEXT - This function will display the next screen of detail line items for the request.
PF11	REPORT - This function will display the report selection screen.
PF12	RETURN - This function will return the user to the previous screen.

## Review Status

Once you have submitted a request, you may wish to know its status. From the Main Menu press any of the review status PF keys (PF3-PF9).

DEPARTMENT OF PLANNING AND BUDGET DPBM040

FORM 27 REQUEST  
MENU

PF1 CREATE NEW REQUEST

PF2 SELECT EXISTING REQUEST

PF11 REPORT

FISCAL YR: 99

AGENCY NO:

REQUEST NO:

DEPRESS APPROPRIATE PF KEY

DEPRESS PF12 TO EXIT SYSTEM

- REVIEW STATUS -

PF3 ALL

PF4 AGENCY PENDING

PF5 DPB PENDING

PF6 APPROVED

PF7 COMPLETED

PF8 VOIDED

PF9 DENIED

Main Menu

**Review  
status  
PF keys**

### Viewing the status of requests

After pressing one of the review status PF keys on the Main Menu, a status screen appears. Based on the PF key selected, all records with a particular status code are displayed.

FISCAL 99 DEPARTMENT OF PLANNING AND BUDGET DPBM042

AGENCY 501 FORM 27 REQUEST

DEPT OF TRANSPORTATION REVIEW

	REQ	ADJ		PGM/	27A	BRF	PREP	COMP	BATCH
STATUS	NO	TYP	DESCRIPTION	PROJ	?	?	DATE	DATE	ID
DPB PEND*	0001	Q	NGF XFER FR	603		Y	05/21/98		
APPROVED	0002	P	NGF XFER TO	603			05/21/98		
AGY PEND	0003	G	ADD REV APPROP	603			05/21/98		
DPB PEND	5003	M	OP PLAN ADJ	603			05/20/98		

PF2 SELECT

PF4 CROSS REF

PF6 FUND SUM

PF8 NEXT

PF12 RETURN

PF3 APPROVALS

PF5 TRAN BRF

PF7 PREV

PF11 REPORT

PF13 APPROVE ALL

Status  
screen



A brief summary of each request is given, i.e., status code, request number, adjustment type and description, program/project, 27A indicator and transaction brief indicator. The last two columns display the completion date and CARS batch number for those requests with a status of "COMPLETE." The Department of Accounts may need this information if questions arise concerning the request.

No changes can be made to the requests from this screen. To make changes or to display an individual request, position your cursor on the request and press one of the PF keys discussed below.



### **TIP: How to start the browse list at a specific request number**

If you enter a request number on the main menu and press one of the PF3 - PF9 review keys, the browse listing will start with the request number entered.

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## **Main Menu Review Status PF Keys**

**Below is a summary of the functions represented by each of the Review Status PF keys on the Main Menu screen:**

<b>Pf Keys</b> _____	<b>What they do</b> _____
PF2	SELECT - This function will display the selected request.
PF3	APPROVALS - This function will display the review/approval log and comment area related to the specific request. The user enters his or her logon id to REVIEW, APPROVE, VOID, or DENY (DPB only) a request.
PF4	CROSS REF - This function will display the cross reference screen allowing the user to identify all related Form 27/27A requests which are part of a transfer adjustment.
PF5	TRAN BRF - This function will display a free-form text-entry screen that allows the user to document the need and effect of the adjustment request.
PF6	FUND SUM - This function will display the request summarized to the fund level with allotted and unallotted amounts.
PF7	PREV - This function will display the previous screen of requests.
PF8	NEXT - This function will display the next screen of requests.
PF11	REPORT - This function will display the report selection screen.
PF12	RETURN - This function will return the user to the previous screen.
PF13	APPROVE ALL - This function will display the approve all screen allowing the user to approve a range of FATS adjustments by request series. Valid adjustment types for this function are "A through M." Transfer adjustments are not allowed.

## Transaction Brief

**A** transaction brief is the instrument used by agencies to document the need for and effect of appropriation adjustments and allotments of appropriations. In general, a transaction brief describes the circumstances that necessitate the request.

Under certain circumstances, a transaction brief need not be prepared. These circumstances include: submission of legislative adjustments to operating plan (adjustment types A, C, D, or I) and submission of adjustments to operating plans only (adjustment type M). Only one transaction brief is required for any group of requests that are part of a single transfer adjustment.

Online FATS gives you the ability to enter the transaction brief online. From any screen within FATS, except the main menu, you can press PF5 and access the transaction brief entry screen:.

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET				DPBMO47		
AGENCY 501		FORM 27 REQUEST						
DEPT OF TRANSPORTATION		TRANS BRIEF						
STATUS	REQ NO	ADJ TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A	BRF
AGY PEND	0001	Q	NGF XFER FR	603	00000			
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
PF3 APPROVALS		PF5 COPY _____		PF7 PREV		PF11 REPORT		
PF2 TAB OFF		PF4 CROSS REF		PF6 FUND SUM		PF8 NEXT		PF12 RETURN

**Transaction  
Brief  
Screen**

### How to add a transaction brief

Lines 01 through 13 of the Transaction Brief screen provide a free-form text-entry area. The screen provides 13 lines of text. If you need additional lines, press PF8. This will give you an additional 12 lines each time you press PF8. The maximum number of lines for any transaction brief is 80.

**USER:** To create a transaction brief, follow these steps:

- Step 1.** Enter the title and addressee. The addressee is the agency's DPB budget analyst.
- Step 2.** Enter the name and the 3-digit agency code of the originating agency.
- Step 3.** Describe the transaction being requested, e.g. carry-forwards, transfers, redistribution between funds, etc.
- Step 4.** In general, describe the circumstances that necessitate the request.
- Step 5.** Press (ENTER) to update.

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET				DPBM047	
AGENCY 501		FORM 27 REQUEST					
DEPT OF TRANSPORTATION		TRANS BRIEF					
STATUS	REQ NO	ADJ TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A BRF
AGY PEND	0001	Q	NGF XFER FR	603	00000		Y
01	TO:	DPB BUDGET ANALYST					
02		DEPARTMENT OF PLANNING AND BUDGET					
03							
04	FROM:	DEPARTMENT OF TRANSPORTATION					
05							
06	REQUEST:	TO REDISTRIBUTE THE STP STATEWIDE AND STP REGIONAL					
07		FUNDING TO THE INTERSTATE, PRIMARY, SECONDARY, AND					
08		URBAN CONSTRUCTION PROGRAM TO MATCH VDOT'S SPENDING					
09		PLANS.					
10							
11							
12							
PF3 APPROVALS		PF5 COPY _____		PF7 PREV		PF11 REPORT	
PF2 TAB OFF		PF4 CROSS REF		PF6 FUND SUM		PF8 NEXT PF12 RETURN	
04722-UPDATE SUCCESSFUL							

**Transaction  
Brief  
Screen  
(showing  
completed  
transaction  
brief)**

## How to change or delete a transaction brief

Φ **To change a transaction brief**, simply key over the existing text with the new text and press (ENTER) to update.

Φ **To add or delete entire lines**, follow these steps:

1. Press PF2, Tab Off.
2. This will provide access to the line number area at the left of the screen.
3. To delete a line, position the cursor on the line number you want to delete. Type a "D" over the line number and press (ENTER). The line will be deleted.
4. To insert a line, position the cursor on the line number preceding where you wish to insert a line. Type an "I" over the line number and press (ENTER). A blank line will be inserted on which you can enter additional text.
5. After completing the insert or delete function, press PF2 (Tab On) to reposition your cursor within the text area.



### TIP: How to copy an existing transaction brief

If you want to copy a transaction brief from an existing request for the same agency on FATS, enter the request number at the bottom of the screen beside “PF5 COPY \_ \_ \_ \_.” Press (PF5) and the transaction brief from the specified request will be copied.

## Transaction Brief PF keys

**Below is a summary of the functions of each PF key on the Transaction Brief screen:**

<b>Pf Keys</b> _____	<b>What they do</b> _____
PF2	TAB OFF/ON - This function will unprotect/protect the left margin of the text screen area where the line numbers are located. When the tab is off, you are able to position the cursor on any line number for inserting or deleting lines. When the tab is on, the cursor automatically tabs to the first column in the text area.
PF3	APPROVALS - This function will display the review/approval log and comment area related to the specific request. The user enters his or her logon id to REVIEW, APPROVE, VOID, or DENY (DPB only) a request.
PF4	CROSS REF - This function will display the cross reference screen allowing the user to identify all related Form 27/27A requests which are part of a transfer adjustment.
PF5	COPY - This function will copy a transaction brief from an existing request for the same agency on FATS.
PF6	FUND SUM - This function will display the request summarized to the fund level with allotted and unallotted amounts.
PF7	PREV - This function will display the previous screen of transaction brief text for the request.
PF8	NEXT - This function will display the next screen of transaction brief text for the request.
PF11	REPORT - This function will display the report selection screen.
PF12	RETURN - This function will return the user to the previous screen.

## Cross Referencing

**F**or transfer adjustments (adjustment types N, O, P, Q, R, S, T, U, V, or W), you must identify through the FATS cross reference facility those related Form 27/27A requests which offset the transfer to/from adjustment. This cross referencing will enable the system to balance “transfer to/from” adjustments.

You cannot cross reference to a request that has not yet been entered on FATS. All related requests involved in a transfer to/from adjustment, including those between agencies, must exist on FATS before the cross referencing can be done. The originating agency should initiate the cross reference.

*NOTE: You can access the cross referencing function from any screen within FATS, except the main menu, by pressing PF4.*

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET				DPBM046	
FORM 27 REQUEST							
CROSS-REFERENCE							
AGY	REQ NO	STATUS	ADJ TYP	PGM/ PROJ	BRF	ADJ AMOUNT	
---	---	-----	-	-----	-	-----	
501	0001	AGY PEND	Q	603	Y	-97,733,419	
***							
***							
***							
***							
***							
***							
***							
***							
***							
***							
PF1 FIND	PF3 APPROVALS	PF5 TRAN BRF	PF7 PREV	PF11 REPORT			
PF2 SELECT		PF6 FUND SUM	PF8 NEXT	PF12 RETURN			

**Cross  
Reference  
Screen**

### How to add a cross reference

**USER:** To add a request to the cross reference list, follow these steps:

- Step 1.** Enter the agency code of the related request.
- Step 2.** Enter the request number of the related request.
- Step 3.** Press (ENTER).
- Step 4.** If the update is successful, the selected request will appear on the top line.
- Step 5.** Press PF7 to display the cross referenced FATS.

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET					DPBM046	
FORM 27 REQUEST								
CROSS-REFERENCE								
	REQ		ADJ	PGM/				
AGY	NO	STATUS	TYP	PROJ	BRF		ADJ	AMOUNT
---	----	-----	-	-----	-		-----	
501	0001	AGY PEND	Q	603	Y		-97,733,419	
501	0002	AGY PEND	P	603			97,733,419	
***								
***								
***								
***								
PF1 FIND	PF3 APPROVALS		PF5 TRAN BRF		PF7 PREV		PF11 REPORT	
PF2 SELECT			PF6 FUND SUM		PF8 NEXT		PF12 RETURN	

**Cross  
Reference  
Screen**  
(showing  
completed  
cross  
reference)

## How to change or delete a cross reference

Φ **To change a cross reference.** Once a cross reference entry has been added, you can change the agency code or request number by positioning your cursor on the field you want to change, entering the new value and pressing (ENTER). The message "UPDATE SUCCESSFUL" will be displayed if the cross reference is valid.

Φ **To delete a cross reference entry.** Position the cursor on the first character of the agency (on the entry you wish to delete). Enter "D" and press (ENTER). The message "UPDATE SUCCESSFUL - PRESS PF1 TO REFRESH SCREEN" is displayed. Press PF1. The entry has been deleted from the cross reference list. Deleting a request from the cross reference list does not delete the request from the system.

## Cross Reference PF keys

**Below is a summary of the functions of each PF key on the Cross Reference screen:**

Pf Key	What it does
PF1	FIND - This function will perform a search on the cross reference entries. Enter the search values for agency or for agency and request number. After you press PF1, the cross reference entries will be displayed starting with the record equal to the search criteria.
PF2	SELECT - This function will display the related Form 27/27A request. Place the cursor on the desired request.
PF3	APPROVALS - This function will display the review/approval log and comment area related to the specific request. The user enters his or her logon id to REVIEW, APPROVE, VOID, or DENY (DPB only) a request.

<b>Pf Key</b>	<b>What it does</b>
PF5	TRAN BRF - This function will display a free-form text-entry screen that allows the user to document the need and effect of the adjustment request.
PF6	FUND SUM - This function will display the request summarized to the fund level with allotted and unallotted amounts.
PF7	PREV - This function will display the previous screen of cross reference entries for the request.
PF8	NEXT - This function will display the next screen of cross reference entries for the request.
PF11	REPORT - This function will display the report selection screen.
PF12	RETURN - This function will return the user to the previous screen.

## Summarizing By Fund

**T**his function will summarize all fund detail information for an individual adjustment request and display amounts at the fund detail level. The summary will also show whether fund totals are “allotted” or “unallotted.”

This function is available from any screen in FATS, except the main menu, by pressing PF6. For example, shown below is a detail listing for a Form 27 request:

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET						DPBMO43	
AGENCY 501		FORM 27 REQUEST							
DEPT OF TRANSPORTATION									
STATUS	REQ NO	ADJ	TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A	BRF
AGY PEND	0001		Q	NGF XFER FR	603	00000			Y
		FUND	SUBPGM	SUBOBJ		ADJ	AMOUNT		
		----	-----	-----		-----			
			PROGRAM	BALANCE		1204, 302, 033			
	0401		02	2323		-93, 237, 560			
	0472		02	2323		-4, 495, 859			
	****								
	****								
						-----			
			TOTAL ADJUSTMENT			-97, 733, 419			
			NEW BALANCE			1106, 568, 614			
PF1 FIND	PF3 APPROVALS			PF5 TRAN BRF		PF7 PREV		PF11 REPORT	
PF2 VALIDATE	PF4 CROSS REF			PF6 FUND SUM		PF8 NEXT		PF12 RETURN	
04322-OTHER PENDING OR APPROVED REQUEST(S) MAY EFFECT PGM/PROJ BALANCE									

**Detail  
Listing**

## To obtain a fund summary

**USER:** Press PF6 from a FATS detail list to cause the Fund Summary screen to be displayed:

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET						DPBM044	
AGENCY 501		FORM 27 REQUEST							
DEPT OF TRANSPORTATION		FUND SUMMARY							
STATUS	REQ NO	ADJ TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A	BRF	
AGY PEND	0001	Q	NGF XFER FR	603	00000			Y	
	FUND	ADJ AMOUNT	ALLOTMENT	UNALLOTTED					
----		-----	-----	-----					
	PGM BAL	1204,302,033	1204,302,033	0					
	0401	-93,237,560	-93,237,560	0					
	0472	-4,495,859	-4,495,859	0					
----		-----	-----	-----					
	TOT ADJ	-97,733,419	-97,733,419	0					
	NEW BAL	1106,568,614	1106,568,614	0					
PF3 APPROVALS		PF5 TRAN BRF		PF7 FIRST		PF11 REPORT			
PF4 CROSS REF				PF8 NEXT		PF12 RETURN			

**Fund  
Summary  
Screen**



### TIP: Program or project balance

The first line displays the current program or project balance. This program/project balance reflects the current program/project balance on DPB's Execution Master File. This balance does not reflect any requests on FATS that show a status of anything other than "COMPLETE," since these requests have not yet been updated to the Execution Master File. The lines following the program/project balance display the individual fund detail totals of the request.

## Fund Summary Pf keys

**Below is a summary of the functions of each PF key on the Fund Summary screen:**

**Pf Keys** \_\_\_\_\_ **What they do** \_\_\_\_\_

**PF3** APPROVALS - This function will display the review/approval log and comment area related to the specific request. The user enters his or her logon id to REVIEW, APPROVE, VOID, or DENY (DPB only) a request.



**Pf Keys** \_\_\_\_\_ **What they do** \_\_\_\_\_

PF4	CROSS REF - This function will display the cross reference screen allowing the user to identify all related Form 27/27A requests which are part of a transfer adjustment.
PF5	TRAN BRF - This function will display a free-form text-entry screen that allows the user to document the need and effect of the adjustment request.
PF7	FIRST - This function will display the first screen of fund group summary records for the request.
PF8	NEXT - This function will display the next screen of fund group summary records for the request.
PF11	REPORT - This function will display the report selection screen.
PF12	RETURN - This function will return the user to the previous screen.

## Notes